

January 3, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

DEPARTMENT OF REGIONAL PLANNING PROMOTION EXCEEDING 10 PERCENT INCREASE

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and are recommending Board approval of the Planning Director's attached request to promote Ronald D. Hoffman to Administrator, Regional Planning (R12) at an annual salary of \$93,378. Pursuant to the policy, Board approval is required as the recommended salary increase exceeds 10 percent, but does not exceed the control point of the new salary range. Approval of this request will result in a 17.75 percent salary increase for Mr. Hoffman.

Mr. Hoffman will be promoted to a vacant budgeted position which is deemed critical. Although this promotion reflects a significant increase, the new salary is approximately 3% less than the lowest salary of existing managers at the same level of responsibility with two years of experience. Mr. Hoffman has worked in an acting capacity during the past 10 months. The recommended increase will maintain salary equity within the same level of responsibility and seniority for equivalent positions.

In addition, Mr. Hoffman's extensive experience in County planning over the past 30 years has proven to be an essential quality necessary for performing the duties of the higher-level position. As an Administrator of Regional Planning, he assumes direct management responsibilities over the Ordinance Studies Section, Community Studies Sections I and II, Countywide Studies Section, and the General Plan Development Section. This management position has been identified as critical to departmental operations in the department's Countywide Strategic Workforce Plan.

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Based on the above, we recommend approval of the Planning Director's request. In accordance with the policy on managerial salaries, please advise this office if you would like this request placed on an upcoming agenda for Board action. Unless otherwise instructed by January 14, 2003, we will authorize the Director of Planning to proceed with this promotion.

Please contact me if you have any questions or your staff may contact Robert Muench at (213) 974-1126.

DEJ:DL:RLM
AY:lbm

Attachment

c: James E. Hartl, Director of Planning
Michael J. Henry, Director of Personnel